



Bureau of HIV and STD Prevention

HIV/STD Clinical Resources Division
HIV/STD Epidemiology Division
HIV/STD Health Resources Division

Est. March 27, 1996

Rev. September 5, 1996

HIV/STD Policy No. 500.003

CONTRACTOR USE OF EQUIPMENT AND SUPPLIES CONTRACTOR ASSURANCE

PURPOSE

The Texas Department of Health (TDH), Bureau of HIV and STD Prevention (Bureau), requires all contractors (submitting organizations) to sign this assurance that the contractor will use all equipment and supplies purchased with TDH funds under the contract for authorized purposes only and that the contractor will not use equipment and supplies for any unauthorized purpose. The assurance must be signed before TDH executes a base contract or an attachment to the contract where the Scope of Work is related to HIV or STD activities.

AUTHORITY

This policy is governed by The Uniform Grant and Contract Management Act, Chapter II, "Grants and Cooperative Agreements with State and Local Governments," Text of the Common Rule of OMB Circular A-102 with State Annotations, Subpart C--Post-Award Requirements, *Changes, Property, and Subawards*; TDH Executive Order XO-1002, "Use of State Property, Equipment, Supplies, Services, and Time;" and all applicable state and federal laws, rules, and regulations relating to the use of equipment and supplies.

DEFINITIONS

Equipment tangible nonexpendable property with a useful life of more than one year.

Supplies all tangible property other than "equipment."

AUTHORIZED USE

Each contractor will use equipment and supplies for the purposes described in the contract attachment's Scope of Work. The contractor will use the equipment and supplies in the program or project for which they were acquired. The contractor may also make equipment available for use on other projects or programs currently supported by TDH if the use does not interfere with the work on the project or program for which it was acquired.

UNAUTHORIZED USE

Contractors are prohibited from using equipment and supplies for purposes not supported in the contract attachment's Scope of Work.

1 ASSURANCES

2
3 TDH requires all agencies contracting with the Bureau to provide assurance of
4 compliance with this policy. The form must be signed and on file with TDH before TDH
5 executes any base contract or contract attachment where the Scope of Work is related
6 to HIV or STD activities. By signing this assurance, the contractor certifies that the
7 contractor will comply with this policy and will not misuse equipment or supplies.

8
9 The contractor agrees that it will require that the language of this assurance be included
10 in any subawards or subcontracts and that all subrecipients shall certify accordingly.
11 The contractor acknowledges its responsibility for enforcing this policy with its
12 subrecipients.

13 PENALTY

14
15
16 Violation of this policy may lead to sanctions including removal of equipment and
17 supplies, withholding of funds, demand for reimbursement, denial of future applications
18 for grants or renewals, and termination of the contract attachment.

19 DATE OF LAST REVIEW:

20 November 13, 2002 Converted format from WordPerfect to Word.
21
22

Assurance Regarding Equipment and Supplies Use

By signing this assurance, the contractor (submitting organization) certifies that the contractor will comply with the requirements of HIV/STD Policy No. 500.003 and will not permit unauthorized use of equipment and supplies. The contractor agrees that it will require the language of this assurance be included in applicable subawards or subcontracts and that all subrecipients sign the assurance. The contractor agrees to enforce subrecipient compliance with this policy.

**DO NOT RETURN THIS FORM AT THIS TIME. THIS
ASSURANCE WILL BE REQUIRED IN FUTURE
REQUEST FOR PROPOSAL APPLICATIONS.**

By signing this form, applicant/grantee agrees to abide by the requirements of the assurances stated herein.

Name of Organization

Name/Title of Authorized Representative

Signature of Authorized Representative

Date

HIV/STD Form No. 500.003-A